

Department of General Services  
Records Management Division  
**RECORDS RETENTION and DISPOSAL SCHEDULE**

Schedule No.  
1209-A-26

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Agency  
Maryland State Police

Division/Unit

Item No.	Description	Retention
PER 8-2	<p>This schedule amends schedule 1209 by adding item PER 8-2</p> <p><u>FORM 29B, MONTHLY SUMMARY FOR TO &amp; FROM ASSIGNMENT AIRS DATA</u></p> <p>Contains monthly summary of AIRS Data on the back of the Form 14 for all persons assigned to one command. Submit record copy to the Budget &amp; Finance Division, OBLFA by the tenth day of the following month.</p>	<p>Installations/divisions/units retain non-record copy of Form 29B for 5 years, then destroy. Budget &amp; Finance Division retains record copy for 5 years, then destroy; and maintains annual MSP summary for 10 years, then destroy.</p>

Approved by Department, Agency, Division or Unit Representative

Date: August 27, 1998

Signature: Carl Banaszewski

Type Name: Carl Banaszewski

Title: Director, Planning & Research Division

Schedule Authorized by State Archivist

SEP 24 1998

Date: \_\_\_\_\_

Signature: Edward C. Loper